# Logo, company name Description automatically generatedDirector of Higher Technical Education

## Job Description

|  |  |  |
| --- | --- | --- |
| Area | : | **Senior Leadership Team (SLT)** |

|  |  |  |
| --- | --- | --- |
| Salary Range | : | **£50,783 - £57,135 *(per annum)*** |

|  |  |  |
| --- | --- | --- |
| Hours of Work *(Full-time/Part-time)* | : | **Full-time** |

|  |  |  |
| --- | --- | --- |
| Line Manager | : | **Vice Principal Innovation, Curriculum & Quality** |

|  |  |  |
| --- | --- | --- |
| Responsibility for | : | Development and implementation of Higher Technical Qualifications across the College |
|  | : | Development and Co-ordination of the Higher Education Provision across the College, ensuring all key Performance Indicators are met |
|  | : | Mapping of Skills development and planning through T Levels and other technical qualifications on to higher levels of study and employment |
|  | : | Working with curriculum faculties to maximise recruitment and quality of provision |

**Main Purpose of Job:**

To provide senior, operational and strategic leadership of the College’s Higher Education (L4+) provision that:

* Ensures the College makes a strong contribution to meeting skills needs through the delivery of high quality Higher Technical Qualifications (HTQ’s)
* Develops a Curriculum offer at Levels 3, 4 and 5 that meets the wider skill development needs of the local community, employers, stakeholders and learners
* Achieves College recruitment targets
* Embeds skills development through the T Level and other technical qualifications so that learners progress to higher levels of study or appropriate career routes.

The post-holder will be a member of the Senior Leadership Team (SLT) and will be directly responsible for ensuring all Higher Education (L4+) targets are achieved.

## Key Duties and Responsibilities:

* 1. Advise the Executive Leadership Team (ELT) on the strategic direction of Higher Education and lead on the implementation of the HE strategy by anticipating and identifying trends in government policy, funding demands of HE programme development, local and national initiatives and the work of other providers, including recommending plans for programme development.
  2. Lead on the development of the HE strategy to ensure the offer meets local need and recruitment targets are met. Paying particular attention to increasing internal progression from the College’s Level 3 provision.
  3. Work in partnership with the Marketing and Business Development Teams to develop and implement the HE Marketing Strategy with a focus on ensuring both learner and employer recruitment activities remain fresh and effective.
  4. Lead on the implementation of Higher Technical Qualifications across the College.
  5. Work closely with the Business Development Team to engage employers and stakeholders who are able and willing to support the development of higher level Skills across the College.
  6. Work effectively with Assistant Directors to ensure the full College offer is mapped against career routes that result in the development of Higher-Level Skills at Level 3, 4 and 5 including Higher Apprenticeships.
  7. Work effectively with Curriculum Assistant Directors to ensure the T Levels, Transition programmes (TLTPs) and other technical qualifications are effectively developing higher level skills through effective planning, employer engagement and sequential delivery.
  8. Work closely with the Director of the Cheshire & Warrington Institute of Technology (IoT) to ensure all CCSW KPIs are met.
  9. Work closely with Assistant Directors to ensure that delivery of all L4+ courses including Apprenticeships is of the highest quality and all related KPIs are met.
  10. Support the Assistant Director of Apprenticeships and Assistant Principal of Apprenticeships and Employer engagement to build relationships with universities that develops the Apprenticeship degree offer.
  11. Provide clear day-to-day strategic and operational leadership of the Higher Education and wider L4+ provision, in line with the standards and expectations required throughout the college, the Office for Students and university partners.
  12. Provide strong, positive and inspirational leadership at Senior Leadership Team (SLT) level to promote quality improvement in response to Government policy and feedback from learners, parents, stakeholders, employers, staff, inspectors and accrediting bodies.
  13. Anticipate and identify academic, operational and strategic institutional risks for HE operations and advise on strategies for managing such risks.
  14. Advise and lead on the development of effective and efficient systems and processes to ensure that all HE provision exceeds the standards required by OfS, QAA, HEFCE and other relevant external bodies.
  15. Ensure that HE information is correct and up to date both internally and externally in accordance with the information requirements of OfS, QAA, HEFCE and other regulating bodies.
  16. Manage the preparation and processes required for audits, delivery of new programmes and programme validations.
  17. Work closely with the Assistant Principals for Curriculum and the AP Quality to evaluate HE processes and delivery to drive the changes necessary to develop and enhance programme delivery.
  18. Constantly review the quality of the HE and L4+ provision, developing and owning relevant HE action plans, the annual Self-Assessment Report (SAR) and other additional reports, monitoring their implementation and liaising with appropriate staff to ensure their implementation.
  19. Work closely with the Participation & Learning Resources Manager to develop and assure student feedback, including overseeing involvement in the student union/student council and a student alumni service to continuously improve the quality of provision.
  20. Represent HE on internal and external groups and committees as required.
  21. Chair groups and committees such as: The Academic Board, Assessment Boards, Interim Assessment Boards, Programme Committees and other committees, as determined by the ELT.
  22. Ensure Learning Enhancement opportunities for all HE learners is of the highest of standards.

## Generic Duties and Responsibilities:

* 1. Promote a culture of innovation, excellence and equality.
  2. Reflect the vision, mission, aims and values of the college.
  3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
  4. Contribute to the development of and ensure compliance with College policies, procedures and agreement
  5. Contribute actively to the risk management of the College.
  6. Promote and implement the College’s strategies on equality, diversity and safeguarding.
  7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
  8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
  9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other college locations.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

# Logo, company name Description automatically generatedDirector of Higher Technical Education

## Person Specification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | **Assessment Method** | | | | | |
| Application Form | Test | Interview and Presentation | Peer Assessment | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | |
| Essential |  |  |  |  |  |  |
| * Degree and/or a comparable professional qualification | **✓** |  |  |  | **✓** |  |
| * Teaching qualification i.e., Bachelor of Education, Certificate of Education or DTTLS, PGCE | **✓** |  |  |  | **✓** |  |
| * Valid full UK Driving Licence | **✓** |  |  |  | **✓** |  |
| Desirable | **✓** |  |  |  | **✓** |  |
| * Management Qualification | **✓** |  |  |  | **✓** |  |
| * Post graduate or equivalent level professional qualification | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** | | | | | | |
| Essential |  |  |  |  |  |  |
| * Substantial experience in a leadership position. | **✓** |  | **✓** | **✓** |  | **✓** |
| * An open management style that motivates and inspires others to achieve outstanding results | **✓** |  | **✓** | **✓** |  | **✓** |
| * Clear understanding of how to improve quality of service and evidence of raising standards | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * Evidence of effective management and leadership | **✓** |  | **✓** | **✓** |  | **✓** |
| * Experience of working within large complex organisation | **✓** |  | **✓** |  |  | **✓** |
| * Experience of successfully introducing new curriculum and monitoring a culture of continuous improvement | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * Ability to influence peers and Colleagues who are not direct reports to bring about a consistent quality of provision | **✓** |  | **✓** | **✓** |  | **✓** |
| * Experience of establishing effective partnerships, networks and employer relationships | **✓** |  | **✓** | **✓** |  | **✓** |
| * Thorough knowledge of developments and requirements in the Higher Education sector with a focus on regulatory, reporting and compliance, legal and funding issues including sound knowledge of academic frameworks and regulations. | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * Good understanding of the Office for Students requirements affecting the delivery of HE in FE | **✓** |  | **✓** | **✓** |  | **✓** |
| * Good knowledge of Higher Technical Qualifications and Level 4/5 qualification frameworks | **✓** | **✓** | **✓** | **✓** |  | **✓** |
| * Good knowledge of T Levels, TLTPs and other technical qualifications where appropriate | **✓** |  | **✓** | **✓** |  | **✓** |
| * Experience of Quality Assurance processes and activities to bring about improvement. | **✓** |  | **✓** | **✓** |  | **✓** |
| * Successful academic teaching experience to at least level 3 | **✓** |  | **✓** | **✓** |  | **✓** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skills and Experience continued** | | | | | | |
| * Strong commitment to academic integrity and a passion for developing the highest standards in the delivery of programmes | **✓** |  | **✓** | **✓** |  | **✓** |
| * Analytical skills with proven ability to use management information to identify issues and opportunities to drive performance. | **✓** |  | **✓** | **✓** |  | **✓** |
| * Excellent problem-solving skills. Ability to problem solve both operational and strategic issues through a pragmatic and commercially sound approach | **✓** |  | **✓** | **✓** |  | **✓** |
| * A confident communicator with excellent verbal, written and presentation skills | **✓** |  | **✓** | **✓** |  | **✓** |
| **Personal Attributes** | | | | | | |
| Essential |  |  |  |  |  |  |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to college) and to translate ideas into actions. | **✓** |  | **✓** | **✓** |  | **✓** |
| * Emotional intelligence, Self-awareness and confidence | **✓** |  | **✓** | **✓** |  | **✓** |
| * The leadership qualities necessary to inspire others to embrace and implement plans with energy and enthusiasm | **✓** |  | **✓** | **✓** |  | **✓** |
| * The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources | **✓** |  | **✓** | **✓** |  | **✓** |
| * Able to appropriately challenge staff and hold difficult conversations | **✓** |  | **✓** | **✓** |  | **✓** |
| * Accuracy and attention to detail | **✓** |  | **✓** | **✓** |  | **✓** |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure | **✓** |  | **✓** | **✓** |  | **✓** |
| * Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community | **✓** |  | **✓** | **✓** |  | **✓** |
| * Commitment to on-going professional development for self and others | **✓** |  | **✓** | **✓** |  | **✓** |
| * Proven and demonstrable experience of critical thinking and the ability to apply this to affect change in a fast-paced environment | **✓** |  | **✓** | **✓** |  | **✓** |
| * Ability to prioritise and organise workloads, work flexibly to meet deadlines and respond to unplanned situations | **✓** |  | **✓** | **✓** |  | **✓** |
| * The confidence to challenge existing practices and to lead initiatives for new and efficient use of resources | **✓** |  | **✓** | **✓** |  | **✓** |
| * Demonstrate knowledge of and commitment to equality of opportunity and inclusion for all members of the College community | **✓** |  | **✓** | **✓** |  | **✓** |
| **Other requirements for employment** | | | | | | |
| Essential | | | | | | |
| * Enhanced DBS check | | | | | | |

Updated: March 2023